

POSITION DESCRIPTION

POSITION TITLE:	Building Maintenance Officer - Carpentry
DIVISION:	Assets Operations & Sustainability
DEPARTMENT:	Assets
SECTION:	Building Maintenance
CLASSIFICATION:	Band 4

POSITION OBJECTIVES:

The key objectives of the position are:

- To provide safe industry best practice quality and timely building maintenance services to Council buildings and other Council infrastructure to ensure that structural integrity and appearance is preserved

KEY RESPONSIBILITIES AND DUTIES:

1. Facility Maintenance:

- Undertake both planned and reactive maintenance at Council facilities.
- Prioritise and complete maintenance requests daily to ensure safety and security of occupants is not compromised.
- To explore and follow up on requests/complaints to ensure that the outcomes of investigations are actioned in accordance with Council policy and guidelines.
- Participate in the annual development of the Building Maintenance program, as required.
- Complete and maintain records of completed work and purchases in accordance with Council policies and established procedures and level of financial delegation.
- Estimate quantities and qualities of required materials.
- Maintain plant, tools, and equipment in a safe working order.
- Immediately report any dangerous or safety issues.

2. Supervision of Contractors:

- Engage and supervise contractors for minor works in accordance with established procedures, level of delegation and in accordance with Council Policy.
- Initiate and issue quotation documentation, in accordance with Council Policy.
- Ensure contractors perform works in accordance with quotation documentation and Council purchase orders.
- Ensure that all works under the position's control are undertaken to always meet the legislative and Council requirements.
- Ensure works are carried out safely and in accordance with WHS Legislation and Council's safety policies and procedures.
- Complete prestart checklists and submit completion sheets to Supervisor Building Maintenance in accordance with established procedures.

3. Building Inspection Program:

The officer may be required to conduct the Building Inspection Program on a rotational basis. In accordance with the program, the duties are:

- Complete a Facility Inspection Report for each facility and submit the report to the Supervisor Building Maintenance. The report shall include:
 - an assessment of the condition of the facility
 - a summary of all maintenance works carried out
 - a description of maintenance works that were identified, but unable to be completed
- Undertake all identified maintenance where the works can be completed within the allotted time.

4. After Hours Callouts:

The officer will be required to respond to, or assist with after-hours emergency response.

The current duty officer arrangements within the work unit are based on an 8-person roster arrangement with current staff. This position will also be required to perform the duty officer role on a permanent basis.

The officer shall be required to be on standby as a duty officer for after hour call-outs every 7 weeks as part of the roster. The standby duty is for a week at a time. There

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may be a requirement for additional fill-in shifts to cover for absenteeism in the workteam due to annual leave. The duties required are to:

- Remain available and on standby during the weekly roster to respond to calls/requests pertaining to matters of safety, security of and integrity of Council facilities.
- Undertake an assessment of the situation on site and determine and implement an appropriate course of action to ensure the site is made safe and the Council facility is secured.
- Fill in an after-hours detail form summarising all actions taken and submit copy to the Supervisor Building Maintenance.
- Call other staff and/or contractors available for assistance if necessary.
- Follow up and complete any works necessary the next working day and report any incidents of a more serious nature to the Coordinator Building Maintenance.

5. Quality of Work:

- The officer shall be required to perform all functions in accordance with the Quality processes and procedures developed for each function.

6. Workplace Health & Safety:

- Perform duties in accordance with the Workplace Health and Safety Act, Regulations, Codes of Practice and Council safety policies and procedures.
- Monitor Workplace Health and Safety within area of responsibility.
- Complete risk assessments prior to commencement of work where required.
- Actively participate in the development and implementation of hazard elimination or minimisation strategies.
- Immediately report any accidents and hazards to relevant supervisor and take appropriate action.
- Participate in workplace inspections and audits.
- Participate in Workplace health and safety training.

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ORGANISATIONAL RELATIONSHIPS:	
Reports to:	Supervisor Building Maintenance
Supervises:	Contractors
Internal Contacts:	Staff within the Building Maintenance Unit Depot based staff Other council Departments
External Contacts:	Contractors External Service providers Community groups and residents Public

ORGANISATIONAL CONTEXT

VISION

Hume City Council will be recognised as a leader in achieving social, environmental and economic outcomes with a common goal of connecting our proud community and celebrating the diversity of Hume.

MISSION

To enhance the social, economic and environmental prosperity of our community through vision, leadership, excellence and inclusion.

OUR VALUES

At Hume City Council, our Values underpin everything that we do.



We're better, every day

We give things a go and value progress over perfection. We have permission to go for it and are expected to reflect and learn.



We're in it together

At Hume, everyone matters. We welcome and include all. Respect and safety are expected.



We show up

We empower and trust others and own our work. We rise to the challenges and are expected to do what we say we will.



All for Hume

We strive to achieve our best for the Hume Community. We are proud and passionate about working towards better outcomes and expect that they are at the centre of everything we do.

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WORK HEALTH & SAFETY (WHS)

Employees are required to participate in the WHS process by:

- Following established safe working instructions, procedures and policies.
- Taking reasonable care for their own Work Health and Safety and that of others.
- Seeking assistance when unsure of practices, procedures and policies to perform a task.
- Reporting all incidents, injuries, near misses, damage to property and hazards as soon as practicable to their supervisor and the WHS Team.
- Actively participating and contributing to inspections, audits, team meetings and training.
- Ensure that relevant WHS legislation is complied with.

Managers, Coordinators, Team Leaders and Supervisors are required to participate in the WHS process by:

- Assist with the implementation of WHS policies, procedures, guidelines, work instructions and Control Plans.
- Consult with employees on WHS issues and support Health & Safety Representatives in their duties and/or requests.
- Discuss WHS issues as a part of team meetings.
- Conduct and document system reviews and inspections of employees and contractors with assistance from the WHS Team, manager(s), Health & Safety Representatives and/or employees.
- Ensure appropriate training and instruction is given to personnel allowing them to complete jobs safely and without risks to health and safety.
- Take appropriate action to alleviate any hazards, unsafe acts or omissions that are observed or brought to their attention and provide appropriate feedback and support.
- Conduct effective induction of all employees, followed by ongoing training to develop and maintain a high level of WHS awareness.
- Assist with the implementation of Return to Work Plans.
- Ensure that relevant WHS legislation is complied with.

RISK MANAGEMENT

Contribute to a positive risk management culture by complying with the *Risk Management Policy*, assisting with the implementation of the Risk Management Strategy and reporting risk management concerns and improvements to their supervisors and/or managers.

Manage risks in area of responsibility by complying with the WHS Policy and Processes and implementing appropriate risk management strategies.

Demonstrate Council's commitment to implementing best practice risk management processes.

STATEMENT OF COMMITMENT TO CHILD SAFE STANDARDS

Hume City Council is a child safe organisation with zero tolerance for child abuse. Council adheres to the Victorian Child Safe Standards and related legislation and Council acknowledges the cultural safety, participation and empowerment of all children, especially children from Aboriginal and Torres Strait Islander, or culturally and/or linguistically diverse backgrounds and those with a disability. As such, all staff must ensure that their behaviours and actions are consistent with these standards.

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SERVICE PLANNING & CONTINUOUS IMPROVEMENT

It is a requirement of the Service Performance Principles of the *Local Government Act 2020* for Councils to continuously improve service delivery and service performance. Managers and Coordinators are responsible for undertaking service planning and continuous improvement in their area/s of responsibility and ensuring implementation of service plan actions in accordance with Council's Service Planning Framework.

ASSET MANAGEMENT

Staff are responsible for undertaking Asset Management functions in accordance with Council's Asset Management Policy to ensure Council assets continue to be appropriately managed and maintained.

ENVIRONMENTAL SUSTAINABILITY

Hume City Council has a strong and enduring commitment to environmental sustainability and prides itself on its leadership on a range of environmental issues. Council's Waste & Sustainable team and Climate Action Integration team lead Council activities in this area, however all Council departments have a direct responsibility for implementing environmental sustainability actions across all Council operations and services to the community.

Council's *Live Green Work Green* employee behaviour change program encourages staff participation in reducing the environmental impact of Council operations. Staff are encouraged to join the environmental leadership team, the *Green Team*, which guides action in this area.

HUMAN RIGHTS APPLICATION

As a public authority Council is legislated to act in ways that are compatible with human rights. The Charter of Human Rights and Responsibilities Act 2006 (Vic) provides a framework to guide decision making, to manage risks and to ensure the business of government is carried out in a balanced, transparent, and accountable way. As an employee of a public authority consideration of the human rights of all who Council aims to serve facilitates the improved provision of services, policies and strategies.

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POLICE CHECK: The incumbent must have and maintain a current Police Check	
WORKING WITH CHILDREN CHECK: The incumbent must have and maintain a current Working with Children Check	☒ YES ☐ NO
PRE-EMPLOYMENT MEDICAL CHECK - The incumbent must undergo a Pre-Employment Medical Check (including fitness for work and functional capacity assessments, muscular-skeletal screening and drug & alcohol test. May also include cognitive assessment.) - The incumbent must undergo a Pre-Employment Audio Test	☒ YES ☐ NO ☒ YES ☐ NO
OTHER DUTIES Responsibilities and duties included in this position description are subject to the <i>Multi-skilling</i> provisions of the <i>Hume City Council Enterprise Agreement</i> as varied from time to time.	

ACCOUNTABILITY AND EXTENT OF AUTHORITY:

The incumbent is responsible and accountable for:

- Displaying and promoting Our Hume Values & Guiding Behaviours
- Maintaining knowledge of and working within Organisation Policies and Procedures including WHS, EEO and Code of Conduct.
- Liaise with client groups as required to schedule works so as to cause minimal disruptions to services and to ensure that customer satisfaction and best outcomes are achieved
- Expected to exercise discretion within standard practices and processes, undertaking and implementing quality control measures.
- Employees in this band may exercise high precision trade skills using various materials and or specialised techniques.

JUDGEMENT AND DECISION MAKING:

The incumbent is accountable for:

- Supervision and guidance by the Supervisor Building Maintenance or the Coordinator Building Maintenance is always available within the appropriate timeframe to make a decision.
- Quality, quantity, and timeliness of own work and that of contractors associated with day-to-day work.
- Ensuring that workplaces are maintained and left in a safe and secure manner.
- Personal conduct in relation to Council staff, the public and members of other organisations; always ensuring that customers receive adequate, prompt, and courteous attention.
- Demonstrating ability to implement and work to Council procedures and policies and corporate goals.
- Compliance of own and contractor's practices in relation to Occupational Health & Safety.
- Maintaining a co-operative team approach.

Under delegation of the supervisor, the position requirements are:

- Demonstrated ability to resolve problems which relate to work area.

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- Demonstrated ability to make decisions in relation to inspections, supervision, auditing and monitoring of contractors.
- Provide advice in relation to compliance issues to contractors and rectification of works.
- Exercise tolerance and discretion in decision making when dealing with the public, Council staff and external Council facility occupants.

SPECIALIST KNOWLEDGE AND SKILLS:

The following knowledge and skills are required to be utilised:

- Demonstrated skills in carpentry and joinery, cabinetmaking and related building maintenance practices.
- Knowledge and skills in the practical application of the use and maintenance of tools and machinery.
- Demonstrated knowledge of safe work practices.
- Good working knowledge of relevant legislation, codes and Council policy.

MANAGEMENT SKILLS:

The following management skills are required to be utilised:

- Demonstrated ability to manage their individual time and workloads within the resources available
- Self-motivated and the demonstrated ability to carry out duties with a minimum of supervision.
- Demonstrated ability to plan work ahead and set priorities
- Ability to maintain confidentiality.
- Demonstrated ability to supervise contractors.

INTERPERSONAL SKILLS:

The following interpersonal skills are required to be demonstrated:

- Demonstrated ability to work in a team environment or individually.
- Demonstrated ability to discuss, negotiate and resolve problems.
- Proven ability to liaise with staff from other Council depts., external contractors, and members of the public.
- Demonstrated ability to gain cooperation, communicate and understand the diverse cultures within the Municipality.

QUALIFICATIONS AND EXPERIENCE:

The following qualifications and experience are required for the position:

- Completion of TAFE accredited carpentry or building construction qualification course as recognised by the State Training Board.
- Completion of a recognised and accredited 4-year full time carpentry or building construction apprenticeship.
- Experience in supervision of building maintenance works.
- Knowledge of Local Government procedures, regulations, policies, and codes of practice pertaining to building maintenance works, manual handling practices and techniques and Occupational Health & safety.
- Working knowledge of plant, machinery, tools and equipment used by the Building Maintenance Work team.
- Current driver's licence.

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TASK ANALYSIS

In undertaking the inherent requirements of their duties, a person in this position may be expected to work in or be exposed to the following conditions or activities as marked.

Condition/Activity	Constant	Frequent	Occasional	N/A
Manual handling weights – above 10kgs	☐	☒	☐	☐
– below 10kgs	☐	☒	☐	☐
Manual handling frequency	☐	☒	☐	☐
Repetitive manual work	☐	☒	☐	☐
Repetitive bending/twisting	☐	☒	☐	☐
Repetitive kneeling/squatting	☐	☐	☒	☐
Working with arms above head	☐	☐	☒	☐
Lifting above shoulder height	☐	☐	☒	☐
Using hand tools – vibration/powerful	☐	☒	☐	☐
Operating precision machinery	☐	☒	☐	☐
Close inspection work	☐	☐	☒	☐
Wearing hearing protection	☐	☐	☒	☐
Wearing eye protection	☐	☒	☐	☐
Wearing safety shoes/boots (steel cap) / gum boots	☒	☐	☐	☐
Wearing other relevant PPE	☐	☒	☐	☐
Working in dusty conditions	☐	☐	☒	☐
Working in wet/slippy conditions	☐	☐	☒	☐
Working with chemicals/solvents/detergents	☐	☐	☒	☐
Washing hands with soap (hygiene)	☐	☐	☒	☐
Working at heights	☐	☐	☒	☐
Working in confined spaces	☐	☐	☐	☒
Working in chillers (+4 degrees C)	☐	☐	☐	☒
Performing clerical duties	☐	☒	☐	☐
Working on a keyboard	☐	☒	☐	☒
Driving cars and/or trucks	☒	☐	☐	☐
Other (please specify)	☐	☐	☐	☐
Other special features (e.g. nature of chemicals, travelling requirements etc):				

VARIATION TO CONDITIONS OF EMPLOYMENT:

These conditions of employment, your duties and your location may be varied by Council during the term of your employment.

The key responsibilities and duties in this position description are to be undertaken in accordance with the General Employee Handbook.

SELECTION CRITERIA:

Selection will be based on the following selection criteria; however, reference will also be made to other listed skills, knowledge and attributes as required in the position description:

- 1.** Completion of TAFE accredited carpentry or building construction qualification course as recognised by the State Training Board.
- 2.** Completion of a recognised and accredited 4-year full time carpentry or building construction apprenticeship.
- 3.** Current Driver's Licence.
- 4.** Demonstrated ability to communicate effectively with contractors, Council staff, service users and residents.
- 5.** Experience in supervision of building maintenance works and contractors.
- 6.** Demonstrated knowledge and application of safe working practices.
- 7.** Demonstrated ability to manage individual time and workloads within the resources available.

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